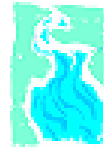




INSTRUCTIONS for Fiscal Year 2017 Nonpoint Source Program Application Cover Sheet



The Cover Sheet is the first page of the entire application package. Other portions of the application are developed by the applicant and attached. **Do Not** attach a cover or transmittal memo to the application package. Use the “Tab” key to move between fields of the form.

Tracking Code Number: An 8 digit number supplied by the DEQ in response to an eligible NOI.

Project Name: From your successful NOI form.

Project Location: From your successful NOI form.

Water Body Name: From your successful NOI form.

HUC: From your successful NOI form. Input is limited to 12 digits. If you are proposing work in more than one watershed use the next larger HUC here and include the specific HUCs in the project description. For example, if you propose working in two 12 digit HUCs, list the common 10 digit or 8 digit HUC here.

Centroid Lat/Long: Zoom and pan the map at <http://itouchmap.com/latlong.html> until your project area fills the map area. Left click in the center of your project area. The digital degrees are displayed below the map.

DUNS #: A unique nine digit identification number required for a grant contract and to establish eligibility. To request a DUNS # or for more information see <http://fedgov.dnb.com/webform>

Contact Person is the person in the organization that can be contacted for additional information. On the lines provided, include the contact's name, title, and e-mail address.

Watershed Management Plan Name. If your application is to implement a DEQ-approved watershed management plan, include the name of the plan and other information here.

Grant Amount Requested is the amount of funding you are seeking.

Local Match is the amount of local funding committed to the project.

Project Total: Right click on the box and select “Update Field”.

Match %: Enter the match percentage from the budget sheet cell E85.

Senate District Number. Include the district numbers of **all** state Senators in the project area. For help, use the Internet site: <http://www.senate.michigan.gov>. Then click on “Find Your Senator,” searching by county or district.

Representative District Number. Include the district numbers of **all** state Representatives in your project area. For help, use the Internet site: <http://www.house.michigan.gov>. Then click on “Find a Representative,” searching by city or zip code.

Person with Grant Acceptance Authority and Their Title. This is the person who will be accepting responsibility for the terms and conditions of the contract. This may be the contact person, or it may be somebody else in the organization (or perhaps a board member).

Signature. **The application must be signed and dated** by the “Person with Grant Acceptance Authority.”